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| Reserve Officer Training Corps Off-Campus Training (CC Circular 145-04) CADETS/CADRE |
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Original Document Date: 7 Mar 2002

Revision Date: 4 Mar 2005

Summary:

This circular provides guidance on the administration and conduct of LEADER'S TRAINING COURSE. (LTC)

POC/Impact:

Purpose: This circular provides information to all ROTC cadets and cadre attending the Leader's Training Course (LTC) at Fort Knox. Read it thoroughly before reporting and bring those items identified.

Applicability: This circular is applicable to all cadets and cadre attending the Leader's Training Course at Fort Knox, Kentucky. For convenience, the terms he, him and his represent both male and female genders.

Suggested Improvements: Send comments and suggested improvements on DA Form 2028, to Directorate of Training, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000.

Distribution: For distribution to ROTC cadets and cadre attending 2005 ROTC Leader's Training Course.

I. INTRODUCTION

Office of the Commander

Dear Student:

Welcome to the Leader's Training Course (LTC)! The Leader's Training Course experience is a unique 4-week opportunity to develop new skills, to grow personally, and to qualify for enrollment in Army ROTC. The Leader's Training Course is a 28 day leadership development program that will instill self-confidence and provide leadership skills for life.

Conducted at Fort Knox, Kentucky, the Leader's Training Course is not basic training. Training in basic soldier skills, however, is used as a mechanism for leadership development. Experienced Army Drill Sergeants assist ROTC cadre in coaching, teaching, and mentoring cadets. You will learn a great deal from them if you are attentive, cooperative and responsive. Trainers will assess your leadership performance and potential. This assessment will be important as you decide how Army ROTC can help you achieve your personal, academic, and professional goals.

While here, you will learn the value of teamwork and how to be an effective small team leader. Approximately 63,000 young people have successfully completed the Leader's Training Course (formerly known as Basic Camp) since the course started in 1965. Each was physically and emotionally challenged; you will be too. Successful completion comes to those who are willing to listen, learn, work with their teammates, and challenge themselves. Graduation is an achievement of which students, their families and friends are justifiably proud.

Ask questions, visit the Leader's Training Course webpage, and talk to cadets who have been here to get their views. You should also remember that one of the goals of the Leader's Training Course is to instill a personal ethos of physical fitness, which combats stress and is the cornerstone of stamina, endurance, and good health. Additionally, another goal of the Leader's Training Course is to educate students about the "Warrior Ethos", which is at the very foundation of the officer corps in the US Army. Consequently, the course is physically demanding. The better you prepare yourself, the more likely you will be to place well among graduates.

The Leader's Training Course staff is committed to giving you the best training and leadership experience available. Come prepared to be challenged, to learn, and to grow in self-confidence. We look forward to meeting you.

Sincerely,

Robert J. Frusha
Colonel, US Army
Commanding

1-1. LEADER'S TRAINING COURSE OBJECTIVES

- a. Increase each cadet's leadership development.
- b. Familiarize cadets with the command, training, administration, and logistical functions expected of junior officers.
- c. Expose cadets to the on-duty and off-duty environment of junior officers.

1-2. GENERAL

a. The Leader's Training Course is one of the Army's two-year ROTC lateral entry programs. Through the Leader's Training Course, students without ROTC basic course experience can earn credit for basic course and qualify for advanced course entry. It is often prospective cadet's first exposure to Army life on an active Army installation and one of the few opportunities where cadets from various parts of the country undergo a common, high-quality training experience.

b. The Cadet Command mission is to commission the future officer leadership of the U.S. Army and motivate young people to be better citizens. Within that framework the Leader's Training Course's mission is to TRAIN cadets to Army standards, DEVELOP leadership, and assess officer leadership potential.

1-3 MISSION. On order, Eastern Region conducts a Leader's Training Course (LTC) to Qualify and Motivate Cadets for Lateral Entry into SROTC. The Leaders Training Course also provides the opportunity for selected high school graduates to qualify for entry into the Leadership Development and Assessment Course (LDAC) if they attend a military junior college (MJC) and intend to contract in the Early Commissioning Program (ECP).

1-4 COMMANDER'S VISION.

- a. Qualification. Every cadet executes all "qualifying" training tasks to standard.
- b. Motivate. Motivate cadets to enroll into MS 301 by making a personal commitment to become an Army Officer. We will accomplish this by providing ample opportunity for every cadet to increase their leadership skills and enhance their potential as leaders through Army training and way of life at LTC.
- c. Warrior Ethos. Constantly emphasizing Warrior Ethos and what it means to be a Soldier. Develop Soldiers and Leaders that are flexible, adaptive and competent – grounded in Army Values and live the Warrior Ethos. Always exemplify the Army Values through Cadre who live this ethos, put the mission first, and refuse to accept defeat, never quit, and never leave a fallen comrade behind. Develop a faith in the cadets themselves, creating leaders that are agile and adaptive, able to accomplish challenging missions and never give up.
- d. Rigor. Rigor is an inherent part of cadet training. Every cadet must be challenged daily - physically, mentally, and emotionally. Cadets should demonstrate the capability to overcome stress, hardship, and personal fears while making rational decisions in physically demanding environments.

e. Cohesion. Teamwork is the key to success in the Army; it is also the key to success at LTC. Sequential emphasis is placed on individual, buddy-team, squad, platoon, and company cohesion. Cohesion is further accomplished through tough and motivating, small-unit training and competition. The leadership assessment program includes follower-ship in all endeavors in order to hone their team skills and support the team focus.

f. Progressive, Sequential Structure. All cadets undergo the same training experience in essentially the same progressive, sequential structure as described in this POI in order to ensure parity in learning and assessment.

g. Set the Example. Cadre and all support personnel must set a professional example for every cadet. Every professional example we show cadets at LTC becomes a model for "What right looks like" in the Army. We owe cadets the right example, every minute, every day.

h. Safety. Imbed safety in everything we do at LTC. Press the cadet chain of command to assess and manage risks as outlined in CC Reg. 145-3. Such an effort reinforces the safety habit in cadets and reinforces cadre efforts to execute safely at LTC and on campus.

1-5 DEFINITION OF SUCCESS. Success is defined for cadets as:

- a. Completion. 100% of the cadets who finish LTC meet all course completion standards.
- b. Graduation. 90% of the cadets who finish LTC meet all course graduation criteria.
- c. Leadership. All cadets are exposed to the Army's Leadership Development Process and understand the importance of leadership as well as follower-ship.
- d. Development. All completion cadets display measurable leadership development and growth through exposure to LTC and our Leadership Development Process.
- e. Internalization. All cadets internalize their strengths and weaknesses and know how to capitalize on them.
- f. Initiative. All cadets display a willingness to show initiative and take charge to accomplish each given task.

II. LEADER'S TRAINING COURSE (LTC)

2-1 RESPONSIBILITY. The Eastern Region Commander plans and conducts LTC. The program of instruction will be coordinated between HQ USACC and the Region Commander(s) to accomplish the same training (tasks) to the same standards required for the on-campus program during the Basic Course.

2-2. TRAINING. The Leader's Training Course is 28 days long and incorporates a wide range of subjects designed to develop/assess leadership and officer potential and qualify cadets for contracting into the advanced course. The challenges are rigorous and demanding, both mentally and physically, and will test intelligence, common sense, ingenuity, and stamina. These challenges provide a new perspective on an individual's ability to perform challenging tasks and to make sound decisions in demanding situations.

2-3 CAMPUS ENROLLMENT GUIDANCE.

a. Cadets must have started a physical exam, completed and passed a Basic Physical Fitness Test (BPFT) (50/50/50), and signed a contract prior to the school reserving a training seat in the CCIMS Training Module (contracting does not apply to military junior colleges (MJC)). It is imperative Professors of Military Science (PMS) screen prospects early in order to reduce the number of no-shows and medical disqualifications. This process includes determining the prospect's potential for success through the PMS questionnaire and interview, the physical exam, and the BPFT. This process takes time – the PMS must actively recruit now in order to have the time required to successfully screen and select the best qualified candidates for our reduced number of LTC slots. A school is considered to have reserved a training seat in the CCIMS Training Module when a cadet is assigned a training cycle. By reserving a training seat in CCIMS, the PMS is authenticating that the cadet has met basic enrollment requirements and is ready to attend LTC 05 with all waivers resolved, except physical exam or medical. Cadets without an approved administrative waiver by the proper authority (e.g., civil conviction, RE Code, etc.), will not attend LTC 05. The PMS should seek to resolve all waivers and complete the physical exam process prior to a cadet attending LTC; however, cadets pending finalization of physical exams or medical waiver(s) may attend LTC 05. It is imperative that we screen more closely this year, and timely, to reduce the significant number of no-shows from last year, and the significant number of medical DQs who walked in the door.

b. Evaluation of past camp performance data underscores a clear link between cadets arriving in good physical condition and successful completion of LTC. Cadets must arrive at Fort Knox fit and ready to participate in a vigorous slate of activities. Accordingly, all cadets, with the exception of MJC cadets, must achieve the BPFT standards before attending LTC 05. Cadets scoring a total of 150 or more but less than 50 points in one event may attend LTC 05 with a brigade waiver. Cadets scoring a total of 150 or more but less than 50 points in two or more events require a waiver with the Brigade Commander's endorsement to the Region Commander for approval. The PMS will make an assessment of each candidate to determine if the student has the potential to succeed. This assessment will be codified in the form of a waiver outlining clearly why the PMS believes the candidate should be afforded the opportunity to attend LTC 05, and the student's potential to exceed minimum BPFT standards given developmental time. A copy of the BPFT results and waiver (memorandum), approved by the waiver authority, will accompany all cadets who attend LTC 05.

c. Military Junior Colleges (MJC) will not be required to comply with cadet contracting procedures established in paragraph 2-3 a. above prior to attending LTC 05. The MJCs will comply with all other administrative procedures.

2-4 SEAT ALLOCATION.

a. LTC 2005 is set for a maximum of 1200 cadets attending in five cycles of 240 cadets each. Allotments for Eastern and Western Regions are 538 and 662 seats respectively, which include required slots for Military Junior College cadets and Alternate Entry Option (AEO) cadets. The command will be allowed to recruit and enter up to 250 cadets per company in CCIMS, knowing that we will experience no-shows; however, no company will be filled above 240 for arrival and

training. We are also setting up a reservation process where the first 4 companies will be filled before the 5th company. If the 5th company opens, migrations from earlier to later companies will not be authorized without Eastern Region G3 approval. This is to ensure a max fill of each company.

b. Alternate Entry Option allocations. A total of 136 AEO cadets were identified in CCIMS still requiring LTC. These cadets are required to sign an addendum to their contract agreeing to participate in LTC 05 after their MS III year. Regions must ensure every AEO cadet receives a LTC seat allocation.

c. Slots are allocated by cycle according to the table below:

| | | Eastern Region | | | Western Region | | | USACC | | |
|-------|-----------------|---------------------------|-----|-----|---------------------------|-----|-----|--------------|-----|-----|
| Cycle | Dates | Total | M | F | Total | M | F | Total | M | F |
| 1 | 2 Jun – 29 Jun | 113 | 79 | 34 | 137 | 96 | 41 | 250 | 175 | 75 |
| 2 | 11 Jun - 8 Jul | 113 | 79 | 34 | 137 | 96 | 41 | 250 | 175 | 75 |
| 3 | 17 Jun – 14 Jul | 113 | 79 | 34 | 137 | 96 | 41 | 250 | 175 | 75 |
| 4 | 21 Jun - 18 Jul | 111 | 78 | 33 | 139 | 97 | 42 | 250 | 175 | 75 |
| 5 | 27 Jun – 24 Jul | 113 | 79 | 34 | 137 | 96 | 41 | 250 | 175 | 75 |
| | Total | 563 | 394 | 169 | 687 | 481 | 206 | 1250 | 875 | 375 |

d. Reservations to LTC 05 are made on a first-come, first-served basis within the region's allocated slots by cycle beginning 1 March 2005. Reservations will not be accepted prior to this date. If you reach max capacity of your allocations in CCIMS, notify Mr Avelis (Richard>avelis@USACC.Army.mil) that you have additional cadets standing by who require enrollment. We will use this information to determine if and when to begin the decision cycle associated with opening the 5th company, as well as when to cross level allocations. Brigades can enroll cadets up to their allocation in each company. We will cross level allocations in the Apr/May timeframe depending on the overall number of enrollments. However, Brigades that have identified potential LTC cadets in excess of their Brigade allocations prior to then should continue processing those cadets for attendance at LTC. Bottom line: brigades and battalions should not turn potential LTC05 cadets away because they achieved their LTC allocation. If we truly max out all LTC allocations Cadet Command wide, plan on using AEO or other lateral entry methods into Sr ROTC as appropriate for these cadets.

e. Gender allocations. If there are not enough female cadets to fill designated allocations, then male cadets can be substituted as long as the total allocations do not exceed region's total allocation for a company, or LTC overall. If a region exceeds its region's allocated slots in any given training cycle, then the cadets from that region will be removed from the training seats until the region is within the limit of its allocated slots. Eastern Region Training Branch staff has the authority to monitor LTC 05 reservations to ensure regions stay within allocations. The

Eastern Region POC for monitoring enrollment is Mr. Richard Avelis, (502) 624-7503, email address Richard.Avelis@usacc.army.mil.

f. Point of Contact (POC) for seat allocations is LTC Bill Warner, Recruiting Operations, DSN 680-4606, email address william.warner@usacc.army.mil.

2-5 PROGRAM OF INSTRUCTION. The structure of the training program is based on action-oriented training. Emphasis is hands on, outdoor training with rapid, constructive feedback to cadets. The training program is designed to inspire students to become outstanding leaders with a sound understanding of traditional leadership values. The TRAINING is organized into four phases consisting of:

a. Soldier First Phase. The first 4 days of LTC includes arrival and in-processing and learning basic military customs and courtesies. This is often described as “what right looks like”.

b. Warrior Leader Phase. The next 15 days of LTC covers various basic military skills, which builds both cadet self-confidence and unit esprit-de-corps.

c. Bold Leader Phase. Is a dynamic six-day field/adventure training exercise. Cadets are exposed to squad level operations where cadre assesses the cadet’s leadership ability in a field environment.

d. Future Leader Phase. Is the final four days of LTC during which cadets receive counseling and individual out-briefings that recommend a personalized leadership development plan to enable the cadet to continue to develop his/her leadership skills. There is also a family day and graduation ceremony to conclude LTC.

e. Instruction. The LTC instruction is conducted by ROTC Cadre, Reserve Component soldiers, FORSCOM and TRADOC personnel. Training includes the Field Leader's Reaction Course, Rappelling, Stream Crossing, Map Reading, Land Navigation, Orienteering, Basic Rifle Marksmanship, Squad Tactics, Drill & Ceremony, Army values, Ethics, Warrior Ethos, Leadership, Combat Water Survival Test and Physical Training.

(1) The Cadet Command mission is to commission the future officer leadership of the US Army and motivate young people to be better citizens. Within that framework the LTC mission is to qualify and motivate prospective cadets for lateral entry into ROTC.

(2) Leader’s Training Course is intentionally stressful and is designed to build individual confidence through the accomplishment of leadership opportunities and tough and demanding training. The days are long with occasional night training and two days off to experience military life on campus. Squad and platoon level competitions develop collective cohesion (esprit de corps) and emphasize the necessity for teamwork.

(3) The training at Leader’s Training Course utilizes small unit tactical training as the vehicle for assessing officer potential.

(4) LTC companies begin training on specific dates as indicated in Section III (Administrative Details [cadets]), Par 3-1 (LTC Dates). Training is organized into separate

committees in a tiered structure, allowing each company to follow the same progressive sequence of training, ensuring standardized training and evaluation of all cadets. Training events expose the cadet to adventure activities, basic military skills, leadership development, all of which are essential to enter into the ROTC at the Advanced Level.

(5) Assessment is continual and begins shortly after arrival at Leader's Training Course. The TAC officers and NCOs advise, coach, and ultimately record an official evaluation of each cadet's officer potential.

2-6 LEADER'S TRAINING COURSE DATES

In 2005, we will conduct Leader's Training Course in five cycles

Cycle one begins on June 2 and ends on June 29

Cycle two begins on June 11 and ends on July 8

Cycle three begins on June 17 and ends on July 14

Cycle four begins on June 21 and ends on July 18

Cycle five begins June 27 and ends on July 24

2-7 QUALIFICATIONS AND DOCUMENTATION

a. To attend the Leader's Training Course, you must

- Be a US citizen
- Be between 17 and 30 years old
- Be enrolled in college full-time in pursuit of a baccalaureate or advanced degree and have at Least 2 years remaining in school or be sponsored to attend LTC by a military junior college (MJC)
- Have a cumulative GPA of at least 2.0 on a 4.0 scale (MJC student must also have a minimum ACT score of 17 or SAT score of 850)
- Initiate DODMERB physical; MJCs are required to initiate.
- Have no civil convictions
- Have no more than 3 dependent family members
- Pass the Basic Physical Fitness test, scoring at least 50 points in each event, or have an approved waiver from the ROTC Brigade Commander.
- Must meet Army height/weight standards

b. Processing for the leader's training course

(1) A representative from the ROTC battalion sponsoring your attendance at the Leader's Training Course will interview you, verify your eligibility, and have you sign the necessary documents. You will need your parent's written consent and a medical power of attorney if you are less than 18 years old.

(2) The ROTC representative will arrange for you to take a (no cost to you) physical examination, which is required for attendance, less MJCs. The absence of an approved physical

exam prior to attending Leader's Training Course may delay or disqualify you from scholarship benefits for which you might otherwise be eligible upon graduation from LTC.

c. Scholarships. Your host university will address all issues regarding scholarships associated with LTC attendance and graduation.

2-8 LEADER'S TRAINING COURSE QUESTIONNAIRE AND INTERVIEW

a. LTC applicants will interview face-to-face with the PMS or his designated representative as part of the selection process to attend LTC 2005. The purpose of the interview process is to determine the probability of the applicant's remaining until commissioning and standardize the initial face-to-face interview. The interview is used as a measurement of the applicant's potential. **The questionnaire adds information on whether the applicant will remain to commission; however, it is still under validation.** Those applicants who have already interviewed need not re-interview under this process.

b. The applicant will complete the questionnaire on-line at <https://bytequest.usarmyrotc.com/survey/survey/main.asp?SID=4> at the battalion. Following completion of the questionnaire, the PMS will access a printout of the applicant's responses to selected questions to be used during the interview. The printout will contain brief discussion of the meaning of the applicant's response and, for some questions, a scenario to assist in gathering more information. The web site to access information is <https://bytequest.usarmyrotc.com/survey/user/main.asp?SID=4>.

c. The PMS is to schedule the interview at the earliest opportunity and complete the interview according to these instructions. The PMS conducting the face-to-face interview will annotate an electronic score sheet for use in comparing competing applicants.

d. Refer to Cadet Command Chief of Staff Memo dated 28 March 2003, subject: Leader's Training Course Questionnaire and Interview, for additional information. POC for the questionnaire and interview is Dr. Bert Huggins, 757-788-4609, email address bert.huggins@usacc.army.mil or Ms. Brage, 757-788-5836, email address paige.brage@usacc.army.mil.

e. To get username/password for the questionnaire contact the ROTC Help Desk at 1-800-750-7682 option 4 then option 1 or 3.

2-9 MYERS BRIGGS TYPE INDICATOR

a. All cadets attending the Leader's Training Course at Fort Knox will also complete the MBTI survey prior to attendance. The MBTI is one aspect of the 360 degree assessment conducted for all LTC cadets, and can be accessed online from a link located on the Eastern Region ROTC Website. The MBTI will only be given to cadets who have been enrolled in CCIMS for LTC 05.

b. LTC cadets take the MBTI with a two-fold intent to: 1) receive immediate feedback as part of their self assessment and leader development program; and 2) provide the LTC cadre a snapshot of strengths and weaknesses to assist in developing challenges for the LTC Leadership Development process.

c. It is important that LTC cadets give honest and complete answers to the questions asked on this website and that they absorb the information received upon completion. This version of the MBTI program will take approximately 20 to 30 minutes total time for the cadet to finish.

d. To register and take the MBTI, cadets will be required to have a personal email account. Upon registration and completion of the MBTI, cadets will receive information at that email address. To register and begin the process cadets should follow the steps below (the login is case sensitive).

(1) Initiate the MBTI by accessing the Eastern Region ROTC Website.

(2) Click on “Training Division” and then click the “MBTI” button, this link will direct the user to the “Exploring You™” Website.


(3) Enter the Facilitator name (Green).

(4) Enter the Group Name (Company#). The Group name will be the cadet’s enrolled “Company” immediately followed by the number of the LTC Company to which the cadet is enrolled, i.e., Company one cadets would enter “Company1”.


(5) Enter the password (Leadership).

(6) The following is an example of a cadet enrolled in company 4 below:

www.type-resources.com/ExploringYou/UserLoginNew.jsp



Exploring You, MBTI® Online Feedback



Welcome to Type Resources!

Type Resources is a leader and innovator of qualifying programs for psychological assessment tools including the Myers-Briggs Type Indicator® and FIRO-B™ instruments. Our co-founders Margaret Hertzler and Katherine Myers developed the first MBTI® qualifying program almost twenty years ago. Type Resources is also the first company to offer FIRO-B™ qualification, making us the "original" - and still the best.

Type Resources offers the only "hands-on" MBTI® qualifying programs that engage participants in two full days of practical applications for use in organizations or in one-on-one consultation with

Login here to begin

Facilitator ID: *

Returning Users: [Login Here](#)

Group Name: *

Password: *

Facilitators: [Login Here](#).


Distributors: [Login Here](#).

NOTE: your login is case sensitive - enter the following information exactly as given to you by your Facilitator.

* All Fields Required

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e. If there is a problem with the link, go to website:

<http://www.type-resources.com/ExploringYou/UserLoginNew.jsp>

f. This program is limited to cadets only. Personnel other than LTC 05 cadets are not authorized to access this program under this contract.

g. POC for LTC MBTI testing is: CPT Donald L. Green, LTC Operations Officer, Greend@knox-rotc.army.mil, (502) 624-1935.

2-10 CONTRACTING.

a. Cadets attending LTC 2005 will sign Part II of the DA Form 597 or 597-3, as applicable. Professors of Military Science **WILL NOT** execute their portion of the contract (Parts IV and V) until the cadet successfully completes LTC 05 and is determined otherwise qualified (administratively and medically) to contract into ROTC as an MS III cadet. The effective date of enrollment will be the first day of the fall term.

b. Cadets without an approved administrative waiver by the proper authority, e.g., civil conviction, RE Code, etc., will not attend LTC 05. However, cadets pending resolution of their physical exam or a medical waiver may attend LTC 05.

c. Professors of Military Science should be aware that completing and signing Parts IV and V of the contract prior to camp completion will obligate government funds to a cadet who may later be determined disqualified.

d. Cadets who withdraw from or fail to attend LTC 05 prior to traveling on orders will be removed from the program as follows:

(1) The contract will be marked "VOID" and the PMS will prepare a memo stating why the cadet will no longer attend. The cadet will sign this memo acknowledging receipt, if cadet is not available for signature, then PMS will state so at the bottom of the memo.

(2) If the cadet had a training seat reserved in the CCIMS Training Module, the school will code the cadet as "not attending". If orders were published using the CCIMS Order Module, the school will submit "revocation" orders using the Orders Module.

e. If the cadet fails to enroll in MS III or is determined disqualified prior to the first day of MS III, the PMS will mark the contract "VOID" and prepare a memo stating the reason(s) for withdrawal or disqualification. After the first day of MS III class, cadets who breach the contract will be dis-enrolled IAW the procedures in AR 145-1, paragraph 3-43 and the CC PAM 145-4, Chapter 6.

f. POC for contracting is Mr. Robert McIlwaine, Chief, Cadet Actions and Standards Division, P&A, (757) 788-4534, email address robert.mcilwaine@usacc.army.mil.

2-11 PHYSICAL FITNESS REQUIREMENTS.

a. Cadets attending LTC 05 must pass the BPFT (150 with a minimum 50/50/50 in each event). Cadets scoring a total of 150 or more, but less than 50/50/50 in one event, may attend LTC with a brigade waiver. A score of 150 or more but less than 50/50/50 in two or more events requires a waiver with Brigade Commander's endorsement to the Region Commander for approval.

b. POC for physical fitness requirements is LTC Michel Jimerson, Chief, Operations Division, DOLD, DSN 680-3865, michel.jimerson@usacc.army.mil.

2-12 PAY AND SUBSISTANCE.

a. Subsistence/stipend will begin effective on the day of contracting but not earlier than the first day of classes in fall 05. Payment will begin at the MS III rate and continue through the MS IV year NTE 20 continuous months except for the period of LDAC and CTLT/CPFT (if applicable).

b. POC for payment of subsistence issues is Mr. John Hepner, Chief, Pay Operations Division, RM, DSN 680-4633, email address john.hepner@usacc.army.mil.

2-13 DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

a. All cadets attending LTC 05 must have either a checking or savings account established prior to being entered into the CCIMS Training Module. Direct Deposit/Electronic Fund

Transfer is mandatory for all LTC 05 attendees. Battalions must enter the following Direct Deposit/Electronic Funds Transfer (DD/EFT) information into the CCIMS Training Module:

- (1) Type Account (Checking or Saving)
- (2) Account Number
- (3) 9-Digit Transit Routing Number

b. POCs for DD/EFT are Mr. John Hepner, Chief, Pay Operations Division, RM, DSN 680-4633, john.hepner@usacc.army.mil or Mr. Michael Tinker, RM&LD, DSN 680-3679, email address michael.tinker@usacc.army.mil.

2-14 SCHOLARSHIPS.

a. Students who desire a scholarship and require attendance to LTC to meet basic course requirements will be funded using school level funds, Brigade Adjustment Pool (BAP) funds or HQCC LTC Funds. Schools will fully utilize their available scholarship funding first. Upon total use of available scholarship funding, schools can request additional funds from the brigade through the BAP. Each brigade is provided a fixed amount of funds for obligation for a school year and cannot exceed that budgeted amount. If Brigade does not have any MS 07 funds available for the scholarship, then the brigade can request additional funding from HQCC. HQCC will only provide funds, when both school and Brigade level MS 07 funds are depleted. This combination of funding will ensure that every eligible LTC scholarship candidate will receive a scholarship. This should also ensure that every progression scholarship candidate can receive a scholarship from the brigades' BAP.

b. The following procedures will be used to request additional funds from HQCC for LTC applicants.

(1) Battalion will:

(a) Ensure each applicant has a scholarship application in CCIMS Student Management thru the Scholarship application link.

(b) Each applicant has a record in CCIMS Camp Module- LTC.

(c) Request funding to the Brigade.

(2) Brigade will:

(a) Consolidate scholarship offer.

(b) Validate eligibility criteria.

(c) Request funding to Cadet Command.

(3) HQCC will:

(a) Guarantee funding for all LTC scholarship offers.

(b) Upon successful contracting of the cadet, HQ CC will transfer the funds to the Bde account.

c. Individuals who have been offered a scholarship must pass the APFT (180 with a minimum 60/60/60 in each event) prior to contracting. These individuals will have until 15 Dec 05 to meet this level. However, they will not be eligible for stipend nor scholarship benefits until fully qualified and contracted.

d. POC for scholarships is Ms. Linda Morris, Incentives Division, RROD, DSN 680-4559, linda.morris@usacc.army.mil.

2-15 IDENTIFYING AND CODING CADETS IN CAMP MODULE/CCIMS.

a. All cadets must be assigned to LTC 05 through the CCIMS Training Module. (The same method used in FY03 and FY04.) Follow these steps--

(1) Select the Training Subsystem.

(2) From the Training home page, select Cadet Placement.

(3) From the menu list, select LTC.

(4) You are now at the LTC transition page, you may enter a SSN or select "ALL".

(a) SSN is used to enter new cadets or to retrieve a specific cadet's record.

(b) "ALL" returns an alphabetical listing of cadets that could be assigned to LTC. This list includes MS I, MS II, and MS III Pending Scholarship Award in hard to recruit academic categories, e.g., ADM 3, 4, and 5 (Enroll Status = R). All other "R" cadets will be handled on a case-by-case basis; MS III Alternate Entry (Enroll Status = E, Basis for Advanced Camp Enrollment = Alternate Entry); MS II (Enroll Status = Z) and new LTC cadets (Enroll Status = N); MS I and MS II scholarship applicant (Enrollment status = A).

(c) Note: New LTC cadets must be entered by SSN. They will not appear on the list until after their data is submitted. If a cadet has been in ROTC at another school, their SSN is linked to that school and CCIMS will not allow you to assign them to LTC. There are two options to resolve this situation: Call the other school and have them transfer the cadet, or contact the CC Help Desk for assistance.

(5) Enter all required data, including cycle assignment, and click on the submit button. Messages will prompt you if data is missing or invalid.

b. If a cadet decides not to attend LTC 05 after contracting, remove the cadet from the training seat by following these steps--

(1) Follow steps 4a(1)-(4) above to get to the LTC Cadet Placement Page.

(2) Under Cycle Assignment click on "not attend." This will remove the cadet from the assigned cycle.

(3) Click on the submit button to save the change.

c. Enter the bank account number, bank routing number, and the type account (checking or savings) for ALL eligible cadets.

d. POC for the Camp Module is MAJ Rob Trexler, DOLD, DSN 680-4773, robert.trexler@usacc.army.mil; POC for CCIMS is Ms. Judy Smith, ISA, DSN 680-2216, judy.smith@usaac.army.mil. POC for the direct deposit information is Mr. Mike Tinker, DSN 680-3679, Sr. Analyst, Pay Operations Division, RM&LD, michael.tinker@usacc.army.mil.

2-16 PUBLIC AFFAIRS. This headquarters plans information activities to enhance the Army image and visibility, create a favorable climate of public opinion, stimulate interest in the program, and provide LTC information. We accomplish these objectives through Command Information, Public Information, and Community Relations Programs.

a. Each cadet is encouraged to complete a DD Form 2266, Hometown News Release, ~~and~~ while at LTC. Releases will be forwarded upon graduation of the cadet from LTC.

b. A yearbook is produced during LTC; it is distributed on or about 1 November. Yearbooks are distributed to battalions for issue to the cadets during the fall semester. Additional yearbooks will be distributed to campus' to assist in recruiting efforts as well.

c. Cadre desiring photographs of cadets from their school or of LTC training, other than what is published in the LTC yearbook, must bring their own camera and film. The LTC Public Affairs Office does not provide equipment, photographers, or photo processing for this purpose.

2-17 SPECIAL EVENTS.

a. Nurse and Educators' Visit to LTC - The consolidated University Nurse and Educators' visit will take place 25-29 June 2005. Additional information will be published, as it becomes available.

b. New PMS Orientation will take place 8-13 July 2005. Additional information will be published after final coordination for the event during the LTC Planning Conference Mar 05. POC is Mr. George Wright @ (502) 624-1616.

2-18 SPECIAL DIETS Provisions for special diets do not apply to personal preference diets such as vegetarian diets. The dining facilities at LTC will support special diets required for medical or religious reasons to the extent that AR 30-1, The Army Food Service Program, dictates support. If cadets require a special diet due to medical or religious reasons, inform the Eastern Region P&A prior to 1 May 2005 POC: CPT Yemsrach B. Getahun @ (502) 624-4115.

III. ADMINISTRATIVE DETAILS (LTC CADETS)

3-1 BASIC PHYSICAL CONDITIONING

a. General. The Leader's Training Course demands a high level of physical fitness. Cadets will have difficulty keeping pace with the physical training program, unless they are in good physical condition upon arrival at LTC.

b. Preparation.

(1) Cadets should already have a personal program of conditioning. If not, start one immediately and continue your PT program until you report to LTC. ROTC Cadre members are a good source of assistance if help is needed to start.

(2) Each Cadet, excluding MJC, is required to take an BPFT prior to attendance at LTC. The cadet must achieve the Initial Entry Training standard of 50/50/50 in each event. If they do not achieve this standard, an approval waiver signed by the PMS's Brigade Commander must accompany the APFT card.

(3) Wear the combat boots that you will bring to the Leader's Training Course during outdoor physical activities to break them in prior to arriving at LTC. Do this gradually to avoid foot injuries.

(4) Basic Physical Fitness Test (BPFT). The BPFT for each company is administered during day four of training. Be familiar with the BPFT events and standards and be ready to achieve the highest possible score.

c. Daily physical training. While at LTC, Cadets will sustain their physical conditioning through participation in scheduled PT sessions and physically demanding training. Personal hygiene is essential for both garrison and field training events.

3-2 TYPICAL TRAINING DAY

a. Outlined below is a typical training day for cadets at Leader's Training Course:

| | |
|-----------|--|
| 0500 | Wake up, get dressed and make bed. |
| 0530-0630 | Physical Training (PT) Cadets will be taught how to conduct Army Physical Fitness Training |
| 0630-0830 | Personal hygiene, clean living area, breakfast. |
| 0830-0900 | Move to training site by bus or marching. |
| 0900-1230 | Training |
| 1230-1330 | Lunch (Movement is integrated into this time as well) |
| 1330-1700 | Training |
| 1700-1730 | Move to company area by foot or bus. |
| 1730-1900 | Dinner |

| | |
|-----------|---|
| 1900-2000 | Reinforcement Time. Cadets reflect on days events, discuss a vignette, and receive leadership counseling. |
| 2000-2100 | Cadet Leader's time |
| 2100-2200 | Personal Hygiene Cadets generally use this time for uniform preparation and maintenance, barracks cleaning, and academic preparation for the next day's training. |
| 2200 | Lights Out! |

****Note:** There are some days that training goes beyond 2200. The Night land navigation is an example. Training will be conducted 24 out of 28 days at LTC. Of the remaining three days, one day is used for in processing, one day for graduation out-processing, and two days are allowed for "personal time" for cadets.

b. The Leadership Development Program (LDP) is a critical part of the Leader's Training Course, providing assessments through a series of formal and informal leadership opportunities conducted throughout LTC. The primary trainers are Company Cadre along with coach, mentor, trainers (CMT's) who provide feedback, and assist in training cadets. While cadets perform as leaders or team members, cadre members assess their performance and identify strong and weak areas of leadership dimensional behavior. Following completion of a leadership experience, cadets are counseled on their performance. They also have the opportunity to receive peer feedback, and conduct a self-assessment. Each cadet will also receive a comprehensive one-on-one counseling at the end of LTC.

c. Leader's Training Course-Specific Training. Cadets must attend the training listed below. If a cadet fails to attend any of these events due to injury, illness, or other extenuating or mitigating circumstances, the cadre will make every effort to ensure the cadet makes up the training with another unit. If the cadet cannot make up the training, the Leadership Development Committee Chief, and CTO will review the cadet's performance and jointly recommend to the Commandant of Cadets whether or not the cadet's attendance at these events should be waived. Specific training that must be attended is: two BPFT's, land navigation, Combat Water Survival Test and the Bold Leader FTX.

3-3 QUALIFYING EVENTS.

a. The primary focus of LTC is leadership development and assessment, not evaluation. However, there are several areas that will be evaluated based on established Army standards.

b. The Basic Physical Fitness Test will be administered twice at LTC, once near the beginning of course, and once more near the end. The BPFT consists of three events, the push-up, sit-up, and 2-mile run, each scored on a scale of one to 100, for a maximum attainable score of 300. Additionally, each cadet is required to take a diagnostic BPFT prior to attending LTC. Along with the BPFT, height and weight will be measured to determine compliance with Army height/weight standards in accordance with FM 21-20.

c. Land navigation, swimming ability, and basic rifle marksmanship will be evaluated and annotated on the CC Form 157-R cadet leadership evaluation report, however, successful completion of these events is not required for LTC completion.

3-4 TRAVEL

a. **METHODS OF TRAVEL.** Regulations authorize three methods of travel. Travel orders may state one or more of the following:

b. **Government Transportation Request (GTR).** Most cadets attending the Leader's Training Course are directed to travel by GTR. The following instructions apply:

c. **Changes.** Voluntary changes to any part of ticket(s) for other than valid mission necessity may result in additional cost, which cadets must pay.

d. **Allowance.** Travel regulations prescribe mileage allowance of \$0.365 per mile for travel performed at personal expense from home to the public transportation terminal used, and return, as long as the terminal used is not for personal reasons.

e. **Tickets.** Cadets must exercise proper safeguards for travel documents since GTRs are the same as money and cadets are liable for the cost involved in the event of a loss. Immediately report loss of a ticket paid for by government funds to either the assigned battalion or to the transportation officer at the supporting travel office. Cadets must pay the approximately \$50.00 cost for replacement of lost GTR. This charge is not reimbursable. A claim for reimbursement for lost ticket(s) requires a minimum of 6 months to settle.

f. **Government Furnished Transportation.** This method directs the use of US Government or government furnished transportation and applies to cadets whose starting point is outside the continental limits of the United States, such as Hawaii, Alaska, Panama, Guam and Germany.

g. **Location.** Cadets are authorized to travel from their home or college campus to Fort Knox and return to their home or campus. The U.S. Army will provide travel in one of two forms.

(1) Tickets (usually airline tickets) one-way to Louisville, Kentucky. Cadre at Fort Knox will arrange return transportation. Return travel will not be arranged without prior permission in writing from the Fort Knox Transportation Office.

(2) Transportation by government vehicle at no cost to the cadet.

h. **Air Travel.** Most cadets Travel by air, when traveling by air, ensure you are ticketed to Louisville, Kentucky (SDF). Commercial airline flights to the Fort Knox area arrive at the Louisville International Airport, approximately 35 miles north of Fort Knox. Proceed from the arrival area to luggage claim. Claim your luggage then go directly to the Fort Knox Reception

Area and USO for transportation to Fort Knox, signs are posted in the terminal to direct the traveler.

(1) Reception. The Leader's Training Course will staff the Fort Knox Reception Area and USO 0900-2400, or as required, from 1 June through 27 June. Government-furnished transportation to Fort Knox will be provided.

(2) These trips consist of six stages:

- Home or campus to departure airport
- Departure airport to Louisville Airport (Cadets will be met by an ROTC uniformed reception team at the USO in the Airport.)
- Louisville Airport to Fort Knox (Cadets will be transported to and from the airport by LTC cadre.)
- Fort Knox to Louisville Airport
- Louisville Airport to destination airport
- Destination airport to home or campus

(3) Arrival Times. You should arrange your travel so you arrive between 9:00 A.M. and 6:00 P.M. Eastern Standard Time (arrive at Louisville airport no later than 6:00 P.M.) on your reporting date. You must have permission from your host ROTC sponsor through the LTC Commander to arrive earlier or later than the specified reporting (cycle beginning) date.

i. POVs. Attendees are strongly discouraged from driving to Fort Knox. For safety and equity purposes, cadet privately owned vehicles are secured by installation authorities and are NOT available to LTC attendees while they are at Fort Knox. Special permission from the LTC commander is required on a case-by-case basis to travel by privately owned auto. Please remember that drivers are not permitted access to their vehicles during the course. If special permission to drive is granted, you must bring:

- A notarized consent of the car's owner for you to operate it, if the car is not registered in your name
- A valid state registration
- A valid driver's license
- Valid insurance coverage
- Current state safety inspection, if required in the state of vehicle registration

(1) All cadets attending the Leader's Training Course are directed to travel by GTR. In certain situations where it is fiscally advantageous to the US Government, regulations may authorize exceptions to allow travel by POV. Cadet Command policy for the Leader's Training Course is that requests for POV travel will only be considered for cadets within a 500-mile radius of Fort Knox. If eligible, cadets must obtain written authorization for POV travel from the Course Commander prior to LTC. PMS's must provide written notification of cadets traveling by POV to Commander, LTC, and ATTN: G-1, Cadet Records Branch, NLT 1 May 2005.

(2) Upon arrival at the Leader's Training Course, cadets will park POVs in the designated LTC area parking lot and will not be allowed to drive the vehicles until the day they depart Fort Knox.

(2) Reimbursement for travel performed by POV to and from LTC, as an owner/operator, will not exceed the constructive cost of a (airline Ticket/Bus Ticket.) If cadets elect to travel by POV as a passenger, i.e., returning with parents in their automobile after graduation, they will receive reimbursement for travel upon returning to host institution.

(3) NOTE: POV TRAVEL MUST BE APPROVED IN ADVANCE BY THE Course COMMANDER. You will not be able to use your POV while at training. Fort Knox exits are off US 31W, which is best accessed from I-65, I-265 or WKY Parkway. To get to the Leader's Training Course, take the Fort Knox, Bullion Gate or Brandenburg Gate, and exit. Have your picture ID card, vehicle registration and proof of insurance available for presentation at the gate. Report to Building 7103.

(4) REGISTRATION. Cadets authorized and electing to travel to LTC by POV must register their vehicles during in processing. To register a vehicle, cadets must have the following:

(a) Evidence that the vehicle is insured with a minimum of \$10,000 coverage for property damage and \$25,000/\$50,000 for public liability. If the vehicle is licensed in a state that requires "proof of insurance," cadets must have that documentation in the POV while operating it in Kentucky. Kentucky is a "proof of insurance" state.

(b) A valid state registration. If a cadet is not the legal or registered owner, a notarized statement from the owner of the vehicle, giving the cadet(s) permission to drive the vehicle must be presented.

(c) A valid state driver's license.

(5) NONREGISTERED VEHICLES. Any vehicle which cannot be registered during in-processing will be impounded and secured until it can be registered or until completion of training.

(6) SECURITY OF VEHICLES. While at LTC, lock your vehicles. Do not leave valuables in parked vehicles. Recommend that hubcaps, antennas, or other easily removable items be secured in the trunk.

(7) CLAIMS FOR CB RADIOS/STEREOS/ CELLULAR TELEPHONES. The US Army will not honor claims for settlement of "non-permanently" installed CB radio or cellular telephone equipment stolen from the passenger compartment of a POV, but it will settle a claim (maximum of \$200) for the theft of such equipment from a properly secured vehicle trunk. This policy also denies payment for damage to the car. Although Fort Knox provides a secured parking area, we recommend you not bring CB radio or cellular telephone equipment to LTC.

j. Travel plans. Be sure to discuss your travel plans early with your host ROTC cadre to ensure understanding of entitlements. For most cadets, your sponsoring ROTC battalion will arrange for all of your travel arrangements to LTC. Consult with your ROTC sponsor for details. The LTC staff will arrange all of your travel back to your home or school. Remember to bring money for food/incidentals while en route.

(1) Retain and safeguard all copies of tickets, GTRs, and orders. Cadets must furnish all transportation documents upon reporting to the Leader's Training Course to allow for adequate time to schedule return travel arrangements. The desired mode of travel and destination upon conclusion of LTC are important and the cadet must make this information known early so the LTC staff can make necessary transportation arrangements.

(2) Transportation changes during the last two weeks of LTC will not be made for anything other than emergency reasons.

(3) Discuss this with family or friends, especially if they will attend your LTC graduation. Tell your ROTC sponsor your travel plans, including your point of departure. Upon your arrival the LTC staff will discuss your departure travel arrangements. Final travel itineraries will be confirmed prior to graduation.

k. Bus Travel. Cadets who use bus transportation must check with the carrier for a detailed travel itinerary before departure. If traveling into the area from the south by Greyhound bus, Fort Knox is a scheduled stop on the route northbound. If traveling into the area from the north, Greyhound buses arrive in Louisville where you will connect to regular service to Fort Knox. This is the least effective method of travel for cadets. Cadets should consider using government transportation before using a bus.

l. Problems. If a cadets encounter difficulty while traveling to the Leader's Training Course which may prevent reporting on time, immediately telephone the LTC G1 Office, commercial (502) 624-1994/2948, or the Tactical Operations Center, commercial (502) 624-5792. DO NOT DELAY IN MAKING THIS IMPORTANT CALL.

m. Directions to Fort Knox. Directions to Fort Knox can be found on the Fort Knox website located at: <http://www.knox.army.mil/visiting.stm>

n. Documents. While traveling to Fort Knox ensure the following documents are hand carried and kept separate from your luggage. You will need the following to in-process upon arrival:

- 6 copies of your travel orders
- Your return ticket if authorized (special permission is required to pre-arrange round trip transportation)
- Copy of your physical exam (those without a qualifying DODMERB bring a completed DA Form 3425-R and a copy of DD Form 2402 per CC Cir 145-04)
- school transcripts (to confirm attendance qualifications)
- PMS Pre-LTC Checklist, signed by your PMS

- Diagnostic BPFT (signed by your PMS) or a signed waiver.

3-5. Arrival at LTC When you arrive at LTC, you will be assigned to an ROTC training unit, In-processing this unit will include:

- Reviewing your physical exam/medical qualification and APFT card.
- Receiving your first pay, \$20.00 and sending notification to family members of your arrival.
- Initiating your personnel records.
- Receiving a training ID card.
- Accepting military clothing and equipment.
- Measuring your height and weight (and body fat measurement if necessary).

3-6. SAFETY

a. GENERAL. Military training can be hazardous. Paying attention to safety at all times can greatly reduce the danger. The Risk Assessment Management Program will be implemented throughout the Leader's Training Course.

b. INJURY PREVENTION. The LTC cadre provides specific instructions and reminders regarding safety and injury prevention throughout LTC. Experience shows that most accidents could have been prevented or at least curtailed, if we use common sense, avoid horseplay, and are in good physical condition.

c. POISONOUS PLANTS. Learn to recognize and avoid poison oak and poison ivy. Cadets will receive formal classroom instruction to help identify all the hazardous plants indigenous to Ft. Knox, Ky.

d. EARPLUGS. Cadets will carry and use issued earplugs whenever required.

e. IDENTIFICATION (ID) TAGS. Cadets will receive temporary ID cards and tags during in processing. Cadets must carry the ID cards and tags properly at all times, whether or not in uniform.

3-7 MWR

a. PERSONAL AFFAIRS. Cadets should first contact Platoon TAC Officer/NCO if personal problems develop during LTC. Chaplains are also available for counseling assistance.

b. RELIGIOUS SERVICES/SUPPORT. The Fort Knox and the Leader's Training Course Chaplain Staff will hold services for various faiths each week. Due to the training environment, they will often conduct services in the field and at other than routine times. Specify the denomination of choice to the battalion cadre during the LTC cycle assignment process.

c. POST EXCHANGE (PX).

(1) The main PX is comparable to a department store. Cadets may use the PX upon presentation of a valid Identification Card during their 2 days of personal time.

(2) Appropriate civilian attire for exchanges is posted outside the exchange. The Battle Dress Uniform is permitted. Physical Fitness Uniform is not authorized.

(3) Cadets can cash checks at all exchanges (personal first-party checks for not more than \$300.00 cash or \$20.00 over amount of purchase). Cadets will speed check-cashing time if the following personal information is already written on the front of all checks: Name, SSN, university, city, state, and ROTC unit at Fort Knox. It is every cadet's responsibility to ensure that sufficient funds are on deposit before writing personal checks. Checks with insufficient funds or "bounced" checks receive the personal attention of the LTC Commander and indicates poor officer potential. Overdraft protection is a worthwhile option. Exchanges will not accept two-party checks. Have money from home sent as a money order.

d. LAUNDRY. All cadets are encouraged to utilize laundry services provided during the Leader's Training Course. A commercial contractor will provide laundry services for all items both personnel and military to include BDUs at no cost to cadets. Laundry service will include 2-3 weekly turn-ins and pickups. BDUs will not be pressed. Cadets can use the washers and dryers in the company area for personal items, but their use will be both limited and minimal. If individual clothing is lost or damaged by the laundry contractor, cadets may file a claim against the US Government through their company supply sergeant. It is imperative that cadets immediately inventory clothing upon receipt and notify their supply sergeant no more than 72 hours after discovery of loss or damage. Retain your receipt copy of the Laundry List for military personnel to provide accountability of clothing turned in to the laundry service.

e. POSTAL SERVICE.

(1) Cadets can access stamp vending machines during their days off, located in the Shoppette near the billet area. Complete postal services are available at the Fort Knox Main Post Office. It is recommended that cadets bring an initial supply of postage stamps and envelopes to LTC.

(2) All outgoing mail should include their LTC, Fort Knox address as the return address.

(3) Each company holds mail call daily, except Sunday. Mailboxes for outgoing mail are located in the Billet area.

(4) Cadets should advise correspondents not to write until a complete mailing address has been received. Do not use Company nicknames in the address. Correspondents should use the following address:

**Cadet Full Name
(Company identifier), 1/46 IN
Fort Knox, KY 40121 - 5610**

f. PUBLIC PAY TELEPHONES. A limited number of coin operated pay phones are available in the company areas for cadet use. Cadets should plan to use telephone calling cards, as there are more credit card operated phones available. Additionally, the credit card phones can be used to make a collect call. Each cadet is given a 30-minute phone card during in processing and additional cards may be purchased at the PX.

3-8 ABSENCES FROM LTC

a. EMERGENCIES. The LTC Commander or designated representative may authorize absences for emergency reasons. Prior to departure for the Leader's Training Course, advise next of kin (NOK) that if a cadet is needed at home during an emergency, NOK should contact the ROTC university cadre immediately. The ROTC university cadre will then assist THE NOK in contacting the nearest American Red Cross (ARC) representative and LTC Liaison. This is important because a representative of the LTC Commander can immediately authorize an emergency absence if the Red Cross has verified the emergency.

b. EARLY RELEASES. The "tiered" LTC structure should eliminate the majority of early releases other than for emergency reasons. Each PMS will make known specialized training and summer school requirements prior to scheduling LTC attendance. The Leader's Training Course will consider requests for early release, initiated prior to the start of the Leader's Training Course, only for emergency or hardship and administrative reasons.

(1) REQUESTS. While at LTC, route requests for early release through the Company TAC Officer and Region LNO at LTC to the LTC Commander, ATTN: G1, Cadet Records Branch. The LNO must confirm the circumstances for an early release and so indicate by an appropriate comment on the request.

(2) Address requests for early release, initiated prior to the start of LTC to the Commander, Leader's Training Course, ATTN: ATOE-PA, Ft Knox, KY 40121-5610 and submit NLT 1 May 2005. Clearly substantiate any request for early release such as to attend summer school with supporting documentation from an appropriate school official such as the registrar, dean of an academic department, or an academic advisor.

(3) Early release requests are considered on an individual basis. Approval of the request and authority LTC completion credit is given only if a cadet has successfully completed or can complete all mandatory training.

c. DEPARTURE FROM LTC. **Unless approved for an early release, cadets may not depart Fort Knox until after the conclusion of the graduation ceremony.** Companies will normally accomplish turn in of equipment and barracks inspection the day prior to graduation. For cadets who are traveling by commercial air, LTC personnel will not

normally schedule a flight departing Louisville airport prior to 1500 hours on the scheduled graduation date.

3-9 SECURITY OF PERSONAL PROPERTY. Trust, which develops between fellow cadets, can easily lead to careless practices. The open bay barracks living conditions and easy access to the barracks make an inviting situation for a thief. The consequences of inadequate security rest entirely with the owner. To avoid loss, take the following actions:

- DO NOT leave money or valuables in the barracks.
- DO NOT bring expensive watches, cameras, or any stereo equipment. (Inexpensive watches and cameras suitable for field use are available at the PX if required.)
- DO lock wall lockers and footlockers, even while you're showering.
- DO secure all approved prescription medications.

3-10 LTC YEARBOOK The LTC Public Affairs Office produces a complimentary yearbook for each Leader's Training Course graduate. The yearbooks are mailed to the battalion by mid-November. Each cadet should coordinate with their PMS/cadre to receive their yearbook.

3-11 DISCIPLINE, LAW AND ORDER

a. GENERAL Cadets are expected to conduct themselves in a manner befitting a prospective commissioned officer. If a cadet displays a poor attitude, engages in misconduct warranting disciplinary action, or performs in a substandard manner, they may be subject to a review by a board of officers and possible dismissal.

b. JURISDICTION. The Uniform Code of Military Justice does NOT apply to cadets at LTC. If cadets commit a criminal offense while at LTC, they are subject to prosecution by the appropriate local, state, or federal authorities.

c. OFF LIMITS AREAS. The following areas are off limits to all cadets:

- (1) All areas and buildings on Fort Knox marked by an OFF LIMITS sign.
- (2) All Noncommissioned Officers' (NCO) and Enlisted Clubs unless otherwise approved by the LTC Commander.
- (3) Civilian establishments designated "OFF LIMITS." A list of establishments that are designated as off limits will be posted on bulletin boards in platoon areas.
- (4) All other activities and places as announced in the LTC Bulletin.

d. TRAFFIC REGULATIONS. If cadets operate a motor vehicle on post, they will conform to the motor vehicle laws of the State of Kentucky and the traffic regulations of Fort Knox.

- (1) The speed limit on post is 35 miles per hour unless otherwise posted. It is strictly enforced.

(2) Take special care when passing troops marching/running in formation. The speed limit is 10 MPH when passing.

(3) Cadets must use seat belts on the Fort Knox Military Reservation and in the State of Kentucky.

3-12 INAPPROPRIATE/UNPROFESSIONAL RELATIONSHIPS

a. While at LTC, cadets will receive training on the components of sexual harassment, improper relationships, and fraternization between cadre and cadets or between cadets and other cadets. Cadre and cadets are expected to maintain the highest standards of honesty, impartiality and professionalism to ensure the proper performance of our Leader's Training Course mission. Inappropriate behavior will not be tolerated and will be dealt with expeditiously and personally by the Course Commander.

b. Cadre will address cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

c. Sexual Harassment.

(1) Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. The military definition of sexual harassment is when any of the following occurs:

(a) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(c) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(d) When a person who in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another soldier, civilian, or cadet is engaging in sexual harassment.

(e) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature; he/she is engaging in sexual harassment.

d. Improper Relationships. The regulatory restriction found in AR 600-20 prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain, and are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship, which exists between cadre and cadets as well as between cadets in the same unit while at the Leader's Training Course. Personal and romantic relationships between senior and subordinate are perceived by all as a cause for partiality and preferential treatment,

and are invariably the source of embarrassment to this Command. Therefore, personal and romantic relationships between senior and subordinates are strictly prohibited. Cadets and Cadre must conduct themselves in a professional manner and in a manner that cannot be misinterpreted as an improper relationship.

e. Reporting Offenses. The Company Cadre will discuss the topics of sexual harassment and improper relationships with their cadet companies. Committee Chiefs will discuss these topics with their cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their Chain of Command, or if that is not possible, to take the matter to the Inspector General.

f. Sexual Activity. Sexual activities are strictly prohibited throughout LTC.

3-13 INSPECTOR GENERAL (IG) The LTC IG serves as an extension of the LTC Commander's eyes, ears, voice, and conscience. The IG provides service to all the Leader's Training Course cadre and cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Leader's Training Course SOP. The IG's telephone numbers are (502) 624-7947/5428.

IV. ADMINISTRATIVE DETAIL (LTC CADRE)**4-1. REPORTING/IN-PROCESSING LTC.**

a. DIRECTIONS TO FORT KNOX. Strip maps showing highway access to the Fort Knox ROTC Leader's Training Course area is at Appendix M. Fort Knox exits are off US 31W that is best accessed from I-65, I-265 or WKY Parkway. From US 31W, take the Fort Knox, Bullion or Brandenburg, exit. All cadre must report to LTC Branch G1 for initial in processing. From the Brandenburg Gate proceed to the first light ,(Eisenhower)and make a left. At the next light (Wilson) make a right, finally at the next light(Spearhead) you will make a right, and Bldg#7032 will be on your right. Have your military or government ID card, vehicle registration and proof of insurance available for presentation at the gate if requested.

b. AIRPORT INFORMATION. Commercial airline flights to the Fort Knox area arrive at the Louisville International Airport, located approximately 35 miles north of Fort Knox. Signs are posted in the terminal to direct you. Claim your baggage upon arrival, and then check in at the Fort Knox Reception Area and USO or information desk to arrange transportation to Fort Knox. Taxi/shuttle service to Fort Knox will cost approximately \$25 and is reimbursable upon settlement of travel.

c. TRAIN/BUS INFORMATION. We recommend cadre not use these modes of transportation.

d. REPORTING/IN-PROCESSING.

(1) All cadre will report to LTC Branch G1 NLT 1630 on the reporting date directed in your orders. During normal duty hours, all 2LTs, Cadet Command, and USAR soldiers, to include IRR, will report to the Leader's Training Course personnel building located in Bldg # 7032. Civilian attire is authorized. Upon in-processing, all LTC Cadre will be weighed, measured and a Urinalysis test administered by LTC G1 personnel. Those not meeting height/weight and body fat standards will be referred to the Course Commander reported to their HQ's commander. If you have a profile, bring a copy of it with you to in-process. Soldiers reporting with physical disabilities that may hinder their performance at Leader's Training Course will be reassigned within Leader's Training Course.

(2) USAR Cadre and Support Soldiers will be sent to the Coordination and Support Headquarters (CSHQ), Building 6539, Fort Knox, ph. (502) 624-1444/1420, or the External Unit Support Section (EUSS), ph. (502) 624-3137. Request cadre report NLT 1630 hrs.

(3) DO NOT REPORT EARLY! If you do, you will be billeted off post at you're own expense cost, regardless of rank. Exception: 1-day early arrivals authorized for personnel traveling from Guam, Hawaii, Puerto Rico, and American Samoa.

4-2 BILLETING.

a. Billeting Office, ROTC In-processing, (502) 624-1994/2948 Bldg #7032, LTC G1; Leader's Training Course.

b. The majority of cadre billeting is off post thru contracted hotels.

c. Do not contact New Garden Towers or local hotels for billeting desires. All Leader's Training Course billeting has been coordinated in advance. Do not change room assignments after you arrive. After getting the Billeting NCOIC's authorization, staff and committee NCOIC's are authorized to move personnel within rooms assigned to their committee only. See your committee NCOIC if you have problems with your room assignment.

d. CONCEPT. The primary consideration in assigning cadre billets is to support the LTC mission. Billet area/location priority is to the Companies, Committees, and Staff respectively, regardless of rank.

(1) Company Cadre are billeted together as close to the company barracks as possible. Committee Cadre are billeted with their respective committees and as close to their training sites as possible. Cadre serving on the LTC Staff is billeted in remaining available beds.

(2) Due to funding constraints and room availability, all 2LTs and junior NCOs will be doubled up in assigned rooms. Rooms have already been reserved by male/female categories. Cadre must be conscious of minimizing personal gear due to the limited square footage and closet space available in each hotel room. Cadre exceeding reasonable amounts of clothing and personal gear may have those items placed into a storage unit at the cadre members' expense.

(3) Any room assignment discrepancies need to be brought to the attention of the LTC G4 during in-processing.

e. PETS. Do not bring pets! Pets are not allowed in billeting facilities. If you insist on bringing them, you must board them somewhere else at your expense.

f. GETTING YOUR ROOM.

(1) Early Arrivals. If you arrive earlier than the report date on your orders, you must arrange your own billeting at your own expense. Early arrivals, except those approved by the LTC Commander, will not be reimbursed for this lodging or for per diem (above and beyond travel allowances).

(2) Late Arrivals. Late arrivals must be approved by the LTC Commander through the G3. Those personnel arriving late will be considered AWOL, unless coordinated in advance and the LTC Commander will be notified. If you know you will arrive later than indicated on your orders notify LTC G1 during in-processing, or as soon as possible and the billeting office will try to hold your room. Let the G4 billeting officer know when you expect to arrive.

(3) FAMILY MEMBER BILLETING. We recommend that cadre members do not bring family members to LTC. The long hours and mission preclude much time away from the LTC area. Someone who brings family members to LTC must make personal arrangements for accommodations. Transient housing facilities are allocated on a space available basis, but personnel in a PCS or school status use these heavily during the summer months. You may not billet family members in BOQs or BEQs.

(4) OFF-POST RENTALS. Several agencies rent furnished apartments on a month-to-month basis. A list of rentals is available from the post housing office. Headquarters, Eastern Region Cadet Command will not participate as an agent, liaison element, or assist in off-post rentals. Requests for information and arrangements are solely between the tenant and the agency/renter. There will be no reimbursement if you choose to reside off-post at other than contracted hotels. If you choose to do this, notify the LTC billeting officer of your off-post arrangements, so a room is not reserved for you.

(5) EXTENSIONS. If you have to extend beyond your planned departure date on the TDA, notify your chain of command who will work with the LTC G4 to ensure your room reservation is extended.

(6) STATEMENTS of NON-AVAILABILITY. Cadre billeted off-post will receive a statement of non-availability when out-processing G4 Billeting. If you owe the hotel you stayed in money for personal expenses (for example long distance phone calls), you will not be given this statement of non-availability until those expenses are paid.

4-3 DEPARTING FROM LTC

a. Release from LTC. The LTC Commander or designated representative will release you from your assigned section upon completion of duties, or direct your reassignment within your section. You will be notified in advance if reassignment is projected.

b. All Reserve Component soldiers will out-process through the CSHQ and ROTC IAW the Leader's Training Course SOP. Those in an ADSW status will ensure an OER/NCOER is completed prior to departure.

c. 2LT Out-processing will be conducted IAW SOP. Additionally 2LTs will be required, up to 3 days prior to your departure, to complete your TDY settlement and other paperwork.

4-4 APPEARANCE/ EQUIPMENT

a. UNIFORMS. The duty uniform is the Battle Dress Uniform (BDU) with subdued rank, branch insignia for officers, appropriate patches, and soldier's name and US Army tapes. While wearing BDUs, you may not enter off-post establishments where the basic means of revenue is the sale of alcoholic beverages. You may not consume alcoholic beverages in off-post

establishments while wearing BDUs. If the cleaning service in the hotels is unable to clean your room due to excess baggage, you will be asked to store or ship those items at your expense.

b. EQUIPMENT.

(1) COMPANY AND COMMITTEE CADRE. All Cadre assigned to a committee or a company MUST report to LTC with the following TA-50 items: Kevlar Helmet, Full LBE or LBV with two Canteens, Two Canteen Cases, Canteen Cup, and Pistol Belt. Committee Chiefs may require additional items for their cadre.

(2) The 2005 Leader's Training Course will host an Educators' Visit 25-29 June. During LTC, if you are selected as an escort for the Educators' Dinner, you must wear your Army Class A uniform. The BDU is the duty uniform during all other events.

(3) All Cadre will bring to training the improved physical fitness uniform (IPFU). Black or gray spandex shorts may be worn with the IPFU. Additionally, while running on Fort Knox, individuals are required to wear a reflective belt regardless of the time of day draped over left shoulder to right hip.

4-5. PHYSICAL CONDITIONING Staff and cadre will be in good physical condition, able to meet height/weight standards, prepared to participate in a rigorous physical fitness program and pass a physical fitness test while at LTC.

4-6 DINING

a. GENERAL. The commander and all leaders are responsible for affording personnel the opportunity to consume meals in government facilities.

b. PAYMENT. Dining facility charges are at an ala carte rate. A typical cost per meal is:

| | |
|-----------|----------------|
| Breakfast | \$1.90 |
| Lunch | \$3.50 |
| Dinner | <u>\$3.50</u> |
| Total | \$8.90 per day |

c. DINING FACILITIES. Personnel TDY to Leader's Training Course may subsist in authorized dining facilities or have meals brought to the field-training site by their committee. In accordance with the LTC Commander's directive, there will be no missed meals payable at Leader's Training Course. Committee Chiefs must ensure all their committee members have the opportunity to consume meals.

4-7 ADMINISTRATION

a. MEDICAL AND DENTAL. Fort Knox has emergency/sick call medical and dental services available to cadre during LTC.

b. EASTERN REGION CADRE ONLY. Review your personnel records at the Personnel Service Center, bldg. 5101. A dental appointment may be made at Jordan Dental Clinic, 624-7314. HIV tests are required every two years; if your last test is 2003 or older, plan to have your HIV test done while you are at LTC. Contact the Reception Medical Processing, bldg 6588, 624-6646, M-F 1300-1500.

c. MAIL DELIVERY. The LTC Mail Room provides mail delivery to your assigned unit or section. Advise your correspondents of the complete address as follows:

SSG JOHN E. DOE
HQ, Eastern Region (LTC)
Staff Section/ Committee
Fort Knox, Kentucky 40121-5610

****Include your return address on all outgoing mail. Official envelopes cannot be used for personal mail.**

d. OFFICIAL DIGITAL PHOTOGRAPH. We encourage you to have a current photograph taken while here. The photo lab is open Mon-Fri (except the last working day of the month) from 0745-1130. You do not need to make an appointment. Bring your Army Class A uniform with you and change at the photo lab. Pictures are ready for pick-up within 7 days.

e. MILITARY INSTITUTIONAL REPRESENTATIVE. Military Institutional Representatives (MIR) are ROTC cadre from each school and represent their cadets at the Leader's Training Course. The MIR does not have to be the senior person, and if a school does not have cadre at LTC, an individual from another school, brigade, or their region liaison team will represent their cadets. All MIRs will report to the respective Region LNOs during in processing. MIRs will participate in the 25-29 June Educators' Visit.

f. Cadet Command cadre from other than Eastern Region will be attached to Eastern Region for UCMJ and award authority during the period specified in their travel orders.

g. PASSES. Company TAC officers, staff section heads, and training committee chiefs may authorize regular passes during the period of TDY without interruption of per diem payments. Legal Pass DA 31 will be filled out and submitted to LTC G1 for record. Passes are required for distances in excess of 100 miles. First O6 in the cadre member's chain of command is the approving authority for leave.

4-8 PAY AND ALLOWANCES.

a. GENERAL. Financial records will remain at their current location and regular monthly payments under Joint Service Software (JSS) will continue. Soldier may access their pay information on line through "DFAS My Pay website (formerly EMSS)". You will receive an information paper on this system during in processing.

b. LEADER'S TRAINING COURSE CADRE PER DIEM ENTITLEMENTS.

Government meals are directed; quarters are contracted. Per Diem entitlement is \$11.10 per day (\$8.10 meals, \$3.00 incidentals), \$21.00 per day if authorized off-post lodging.

c. POV TRAVEL ENTITLEMENTS. All cadre POV travel is IAW Cadet Command FY 2005 ROTC Budget SOP.

d. COMMERCIAL AIR TRAVEL ENTITLEMENT. Same as POV travel

e. TRAVEL PAY. All individuals must have a government credit card. 2LTs are the exception.

f. 2LT PAY.

(1) 2LT FINANCE IN PROCESSING. As part of in processing, 2LTs will complete all finance paperwork for accession into the pay system. The 2LT Finance In-Processing packet at Appendix K, includes a checklist of all required forms and documents. Accurate and timely completion and forwarding of the in-processing packet will facilitate prompt payment to the 2LT. 2LTs will express mail the completed packets to Eastern Region, ATOE-PA, by 1 May 2005, and hand-carry a copy. 2LTs must also hand-carry their 201 file and medical documents as well as a copy of DA Form 71. 2LTs should expect to receive their first paycheck approximately 4 weeks after reporting to LTC. Leave and earnings statements will be provided at LTC for all active component 2LTs.

(2) 2LT POV ENTITLEMENTS. 2LTs are authorized to drive POVs with travel time in accordance with orders. Mileage reimbursement is \$.15 per mile plus a per diem of \$50.00 per day. Travel vouchers will be started during in processing. However, vouchers will be completed and submitted once 2LTs arrive at their initial duty station.

(3) ADVANCES FOR 2LTs. A one-time \$1200 advance may be given to all 2LTs upon arrival and entry into the pay system. Therefore, it will take approximately 3 to 7 workdays after reporting to receive an advance in pay. The advance pay will be remitted by direct deposit to your bank account and will be collected over the next twelve months.

4-9 MWR.

a. LAUNDRY. Commercial laundries, which provide fast service, are available at your own expense. Many BOQ/BEQs have washers and dryers installed. Additionally, Laundromats are available both on post and in nearby communities. Personnel who will be TDY in excess of seven days are authorized \$2.00/day for cleaning of BDUs. You must turn in receipts with your Travel Voucher (DD Form 1351-2).

b. POSTAL. Complete postal services are available at the main Fort Knox Post Office.

c. RELIGIOUS SERVICES. The Fort Knox and Leader's Training Course Chaplains will conduct services for various faiths each week during LTC and post chapels. The LTC

Chaplain's Office will publish a church service schedule. Due to the training environment, chaplains will often conduct religious services in the field.

d. RECREATION. Fort Knox has on-post theaters, bowling lanes, service clubs, libraries, craft shops, tennis courts, swimming pools, gymnasiums, and one 18-hole golf courses. Additionally, there are fishing and boating facilities. These facilities are available to you upon presentation of proper identification and payment of fees, where applicable. You must comply with all regulations concerning licenses and safety. Boat rentals require boat safety certification. Golfers may join the golf club at a reduced rate for their length of stay at Fort Knox.

e. OFFICER/NCO CLUBS. The Leaders club and the Rocker II Club offer both casual and formal atmospheres. The clubs permit the duty uniform or casual civilian clothes. To cash checks at the clubs, you must have your military ID card.

4-10 PRIVATELY OWNED VEHICLES.

a. GENERAL. Fort Knox is no longer an open post. You can expect random vehicle inspections. To enter Fort Knox you must present a government identification card. After you in process at LTC G1, go to Vehicle Registration located in the One Stop PSB, bldg 5101, to obtain a Fort Knox registration stamp on you LTC TDY orders. Your stamped TDY orders and your government identification card are sufficient for entry onto Fort Knox in the event that Fort Knox elevates its' threat posture.

b. OPERATING A POV. To legally operate a motor vehicle in Kentucky, you must have current proof of insurance for the state in which the vehicle is registered, valid state registration and a valid driver's license.

c. MOPEDS. The Kentucky State Motor Vehicle Laws prohibit the operation of MOPEDS on freeways within the state. A MOPED is any motor driven cycle under five horsepower with less than four wheels.

d. MOTORCYCLES. The following requirements apply to soldiers while operating a motorcycle on the installation. Driver must have attended a DOD sponsored motorcycle safety course. Driver and passenger must wear protective equipment. This includes approved helmet, eye protection (shatter-resistant glasses, goggles, or face shield); gloves, long legged pants, long sleeved shirt or jacket, over the ankle boots or shoes, and high visibility reflective over garments (reflective vest). If PT belt is used, it will be worn diagonally over the shoulder.

4-11 OPERATING GSA VEHICLES.

a. INCIDENTAL OPERATOR'S PERMIT. All ROTC cadre participating in Leader's Training Course should possess a valid state driver's license. The government is essentially a self-insurer, but should the GSA vehicle be damaged as a result of misconduct or negligence, the government may seek reimbursement through a Report of Survey (ROS). Some private insurance companies carry a provision that covers the insured for damages to GSA or other government vehicles. This provision protects the insured when found liable for damages by

ROS. Recommend individuals that will operate GSA vehicles during summer LTC contact their insurance agent about this coverage.

b. Operation of administrative use vehicles under one ton requires a valid state operator's permit and completion of online Defensive Driver's Course.

c. TMP vehicles are dispatched weekly; re-dispatching is required. In addition to the TMP dispatch, an internal operator control log and operator maintenance record will be maintained by each staff section, committee and company. These documents will be used to monitor operator usage and maintenance throughout LTC. The internal operator control log will be collected at each weekly re-dispatching.

d. ROTC TMP is open from 0900-1700 hours. An ROTC transportation coordinator is assigned to G4 throughout LTC and is your POC for vehicle questions or problems. Additional vehicle information can be found in the LTC SOP.

4-12 SAFETY

a. ACCIDENT PREVENTION. Remember its your responsibility to prevent accidents. Safety is a leadership responsibility and you are equally responsible for ensuring that training areas and equipment are used safely. Common sense, close supervision, and emphasis on safety will help reduce the chance of injuries.

b. MEDICAL HAZARDS. Dehydration, insect bites/stings, allergies, reactions to poisonous plants, and heat exhaustion are just a few of the health problems you may encounter. If you have known medical problems, provide appropriate information to medical personnel.

c. APPLIANCES. Do not bring coffee makers, hot plates, or other similar heat-producing appliances for use in sleeping quarters, they are not authorized.

d. HEARING CONSERVATION. Earplugs are required whenever hazardous noise levels are known or suspected (i.e., firing ranges, and areas where hazardous noise level signs are posted).

4-13 TOBACCO CONTROL PLAN. Army policies permit smoking in designated areas only. There will be no smoking or use of any tobacco product within sight of cadets or on the committee sites during training. There is no smoking or use of tobacco products in buildings used as offices, workplaces, or in billets.

4-14 SECURITY OF PERSONAL PROPERTY.

a. WEAPONS. DO NOT bring weapons or ammunition of any type to LTC. No knives with blades over 3 inches in length are permitted.

b. **PERSONAL PROPERTY.** You are responsible for the security of your personal property. We strongly recommend that you do not bring large amounts of money, jewelry, or any unnecessary high dollar value items.

4-15 INAPPROPRIATE/UNPROFESSIONAL RELATIONSHIPS

a. While at LTC, cadets will receive training on the components of sexual harassment, improper relationships, and fraternization between cadre and cadets or between cadets and other cadets. Cadre and cadets are expected to maintain the highest standards of honesty, impartiality and professionalism to ensure the proper performance of our Leader's Training Course mission. Inappropriate behavior will not be tolerated and will be dealt with expeditiously and personally by the Course Commander.

b. Cadre will address cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

c. **Sexual Harassment.** Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. The military definition of sexual harassment is when any of the following occurs:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(4) When a person who in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another soldier, civilian, or cadet is engaging in sexual harassment.

(5) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature; he/she is engaging in sexual harassment.

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e. Reporting Offenses. The Company Cadre will discuss the topics of sexual harassment and improper relationships with their cadet companies. Committee Chiefs will discuss these topics with their cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their Chain of Command, or if that is not possible, to take the matter to the Inspector General.

f. Sexual Activity. Inappropriate sexual activity is strictly prohibited.

4-16 INSPECTOR GENERAL (IG) The LTC IG serves as an extension of the LTC Commander's eyes, ears, voice, and conscience. The IG provides service to all Leader's Training Course cadre and cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Leader's Training Course SOP. The IG's telephone numbers are (502) 624-7947 or 5428.

V. MISCELLANEOUS

APPENDIX A - References

DODFMR 7000.14-R, Volume 7

Part a Department of Defense Financial Management Regulation

AR 5-9

**Intra-service Support Installation Area Coordination with FORSCOM/TRADOC
Supplement 1**

AR 30-5

Food Cost and Feeding Strength Summary (RCS CSGLD-1596 (R5))

AR 30-22

The Army Food Program

AR 37-104-4

Military Pay and Allowances Policy and Procedures - Active Component.

AR 40-3

Medical, Dental, and Veterinary Care

AR 40-501

Standards of Medical Fitness

AR 145-1

Senior ROTC Program: Organization, Administration, and Training

AR 210-130

Laundry and Dry Cleaning Operations

AR 335-15

Management Information Control System

AR 601-210

Regular Army and Army Reserve Enlistment Program

AR 611-75

Management of Army Divers

TRADOC Reg 145-7

CTLT

CC Reg 145-3

ROTC Pre-commissioning Training and Leadership Development

CC Reg 670-1

Uniform Wear and Appearance

CC Pam 145-4

SOP Enrollment, Retention and Dis-enrollment Criteria Policy and Procedures

APPENDIX B – PMS CHECKLIST**PMS PRE-LTC CHECKLIST
LEADER'S TRAINING COURSE 2005****QUALIFICATIONS TO ATTEND**

- ☐ Be a U.S. citizen between the ages of 17 and 30 years with no more than 3 dependent family members
- ☐ Be enrolled in college full-time in pursuit of a baccalaureate or advanced degree and have at least 2 years remaining in school or be sponsored to attend LTC by a military junior college (MJC)
- ☐ Cumulative GPA of at least 2.0 on a 4.0 scale (MJC students must have a minimum ACT score of 17 or SAT score of 850)
- ☐ Initiate DODMERB physical; have no civil convictions (unless waiver is approved)

DOCUMENTS

(NEEDED UPON ARRIVAL AT LTC – DO NOT PACK IN YOUR CHECKED LUGGAGE)

6 copies of your travel orders; Your ticket and any approved return tickets; Copy of your physical exam; Copy of your transcripts; Copy of your diagnostic BPFT and signed waiver if applicable.

THE FOLLOWING CHECKLIST MUST BE SIGNED BY YOU AND THE PMS.

GENERAL

- ☐ This student has been briefed that he/she must complete at least 80% of all training at Leader's Training Course.
- ☐ This student has achieved a minimum of at least 50/50/50 on the BPFT. If not, the Brigade Commander has approved a waiver.
- ☐ This student is capable of meeting the Army's height, weight and BPFT standards within the fall semester/quarter.
- ☐ If male, the cadet is aware that he must obtain a military regulation haircut prior to arrival at LTC.
- ☐ This student has visited the Leader's Training Course website.
- ☐ This student understands that Army drill sergeants, ROTC tactical officers and NCOs will be in charge of his/her assessment while at Leader's Training Course.
- ☐ A student personnel file has been forwarded on this student to LTC. The file contains orders, DD Form 93, and other required documents IAW regulatory guidance.
- ☐ This student data has been entered into CCIMS and verified with the student as of (date) _____
- ☐ After student data has been entered into CCIMS, this student has taken the Myers-Briggs Type Indicator (MBTI) test. (Go to Eastern Region LTC website for details)

MEDICAL
(MARK ALL BOXES THAT APPLY TO THIS STUDENT)

The following question will assist in determining eligibility for cadets if the cadets DoDMERB physical has not been completed.

Q: Do you have any of the following medical conditions? (Not limited to these conditions alone. See AR 40-501 for complete listing of disqualifying conditions.)

- ☐ Asthma (any treatment received after 12 years of age)
- ☐ Allergy to peanuts, bee stings, fire ants (in your lifetime)
- ☐ Attention deficit disorder (ADD)/ Attention deficit hyperactivity disorder(ADHD) (treated within one year of this interview)
- ☐ Anxiety/Panick attacks (within one year of this interview or treatment greater than 6 months duration in the past)
- ☐ Depression (treated within one year of this interview or treatment greater than 6 months duration in the past)
- ☐ Migraine headaches (recurrent headaches within the past 3 years).

If "YES" to any of the conditions above the PMS needs to **stop the interview**. This student is **not eligible for LTC or ROTC** since these medical conditions are disqualifying for military service and usually not waivable by the Command Surgeon. The PMS must also inform DoDMERB if any of the above conditions were not reported.

- ☐ This student has a copy of their DoDMERB physical exam in his/her possession, or proof that they have initiated the process.
- ☐ This student has pending remedials for _____
- ☐ On _____ all remedials were forwarded to DoDMERB pending final approval.
- ☐ On _____ a medical waiver was submitted on this student for _____
- ☐ This student has a completed DA 3425-R(Medical Fitness Statement) dated within the last 6 months and a copy of the completed DA 2492 (Medical History)
- ☐ This student needs a physical exam. A physical exam was not initiated on campus because _____
- ☐ This student is under 18 years of age, a Medical Consent Form was forwarded along with their personnel file to the Leader's Training Course.
- ☐ This student has a copy of his/her shot records.
- ☐ If required, this student is in their possession of, 2 pair of eyeglasses for use at LTC.

The student's signature and PMS's signature below confirms: 1) The PMS has briefed the student on all the above requirements. 2) The PMS has provided the necessary supervision and training to the student prior to the student departing the school. 3) The student fully understands and has complied with these requirements.

PMS SIGNATURE: _____ **DATE** _____

PMS NAME: _____ **RANK** _____ **SCHOOL** _____

STUDENT SIGNATURE: _____ **DATE:** _____

STUDENT FULL NAME (Print Only): _____

SSN: _____

CYCLE DESIRED: _____ **SCHOOL PHONE NUMBER:** _____

APPENDIX C – RECORDS CHECKLIST**CADET RECORD CHECKLIST**

| NAME | SSN | CYCLE |
|------|-----|-------|
|------|-----|-------|

PERSONNEL RECORDS FOLDER

| Yes | No | |
|-----|----|--|
|-----|----|--|

| | | |
|-------|-------|---|
| _____ | _____ | Travel Orders and Amendments (6 Copies) |
|-------|-------|---|

| | | |
|-------|-------|-----------------------------------|
| _____ | _____ | DD Fm 93, Emergency Data (1 Copy) |
|-------|-------|-----------------------------------|

| | | |
|-------|-------|---------------|
| _____ | _____ | CC Form 139-R |
|-------|-------|---------------|

| | | |
|-------|-------|-------------------------------------|
| _____ | _____ | Completed W-4 tax withholding form. |
|-------|-------|-------------------------------------|

Personnel and Medical folders should be labeled with the following information:

Last Name, First Name MI. SS#

School Code.....

University

Cycle X, Sex

Send the Personnel records folder NLT 7 days prior to the cadets attendance at LTC to:
 Headquarters, Eastern Region, U.S. Army Cadet Command, Attn: LTC G1 (Cadet Records)
 ATOE-LTC-G1, Fort Knox, KY 40121.

MEDICAL FOLDER

| Yes | No | |
|-----|----|--|
|-----|----|--|

| | | |
|-------|-------|---|
| _____ | _____ | DD Fm 2005 – Privacy Act Statement – Health Care Records (Original) |
|-------|-------|---|

| | | |
|-------|-------|---|
| _____ | _____ | Medical Documents concerning any serious surgeries, injuries or illnesses |
|-------|-------|---|

| | | |
|-------|-------|------------------------|
| _____ | _____ | Provide a DD Form 2492 |
|-------|-------|------------------------|

| | | |
|-------|-------|---|
| _____ | _____ | If the DODMERB is Completed and qualified Provide the DD 2351 |
|-------|-------|---|

| | | |
|-------|-------|---|
| _____ | _____ | If the DODMERB is Completed and NOT qualified Provide a copy of the DD 2351 and a DA 3425-R |
|-------|-------|---|

Send the Medical records folder NLT 7 days prior to the cadets attendance at LTC to:
 Headquarters, Eastern Region, U.S. Army Cadet Command, ATTN: LTC Nurse Branch ATOE-
 LTC-ZN, Knox, KY 40121.

ADDITIONAL REQUIREMENTS IF AVAILABLE

| Yes | No | |
|-----|----|--|
|-----|----|--|

| | | |
|-------|-------|---|
| _____ | _____ | Photo ID Card or Reserve Armed Forces ID Card |
|-------|-------|---|

| | | |
|-------|-------|-------------------------------|
| _____ | _____ | Personnel Identification (ID) |
|-------|-------|-------------------------------|

| | | |
|-------|-------|--|
| _____ | _____ | PHS Form 731, International Certificate of Vaccination |
|-------|-------|--|

APPENDIX D -LTC CADET RECOMMENDED ITEMS**PERSONAL AND CLOTHING ITEMS*****Everyone should bring :***

- ☐ Civilian Apparel (for off-duty activities)
- ☐ Comb/brush
- ☐ Athletic Socks, 6 pr, plain white, calf length (no stripes or logos)
- ☐ Two Locks (combination preferred – keys get lost)
- ☐ Towels & Washcloths, white, 2 to 4 sets
- ☐ Alarm Clock, small (optional)
- ☐ Shower Shoes
- ☐ Swimming Suit (conservative style--one piece)
- ☐ Jacket or Sweater, light
- ☐ Shoe Shine Kit (applicator, brush, black wax polish & cotton balls)
- ☐ Spray Starch (optional)
- ☐ Note Writing Pad, pocketsize
- ☐ Pencils, black ink pens
- ☐ Eyeglasses (2 pair & elastic band recommended) and your eyeglasses prescription (replacement of glasses is at your expense)
- Contacts may be worn when not in training
- ☐ Whistle (Type used by sports referees)
- ☐ Flashlight, small hand held (red lens capable -- optional)

Military clothing (To be issued by your ROTC battalion):

- ☐ 2 pairs of combat boots, **well worn and broken in**
 - ☐ 6 pairs of OD or black wool socks (see special guide below)
- DO NOT WEAR OR BRING** inappropriate civilian apparel, tank tops, t-shirts with foul/profane language, short shorts, etc.

Men should bring:

- ☐ Under shorts, 6 to 10 (see special guide) running
- ☐ Handkerchiefs
- ☐ Athletic Supporters (more than 1)
- ☐ Socks, Dress
- ☐ Razor & blades, shaving creme, etc. (guide)

Women should bring:

- ☐ Sport bras (more than 1) suitable for
- ☐ Panties, 6 to 10 pair, cotton (see special guide)
- ☐ Mirror, small, portable
- ☐ Hair Dryer (compact) or Blow Comb
- ☐ Personal Hygiene Items (see special

- ☐ Coat hangers (wire only)
- ☐ Iron (optional)
- ☐ slacks/skirts (*Only bring 2 or 3 changes of civilian clothes. Free time is limited.*)
- ☐ shorts
- ☐ shirts/blouses (*time is limited.*)
- ☐ Jeans
- ☐ Personal medications (disclose upon arrival)
- ☐ Prescription for any medication you are taking
- ☐ Toothbrush & Toothpaste
- ☐ Soap & Soap Container
- ☐ Deodorant
- ☐ 6 brown undershirts
- ☐ Shoes
- ☐ athletic shoes, 1 pair
- ☐ running shoes, 1 pair (see special guide)
- ☐ dress/walking shoes, 1 pair
- ☐ Camera (optional)
- ☐ Knife or Leatherman Tool if desired (*you may be required to turn in any knives or leatherman tools until Bold Leader phase*)

All clothing and equipment, other than above, required for training will be issued during in processing. **DO NOT bring battle dress uniforms (BDU) or BDU soft/patrol cap from your ROTC battalion.** Additional brown undershirts and military clothing/items may optionally be purchased at Fort Knox.

MONEY

□ \$50 to \$75 recommended, preferably travelers checks. You will need this to cover incidental expenses during travel and the first several days at camp. All cadets receive a camp stipend of \$26.42 a day paid Electric Funds Transfer (EFT) to your account at the end of camp, minus two cash payments and applicable taxes. You will be given the opportunity whether to receive a cash payment of \$20.00 on your second day at camp and then another cash payment of \$100 about one week after arrival. Electronic Funds Transfer is the method of payment, therefore you must open a checking or savings account prior to camp. See your host ROTC cadre to establish direct deposit

APPENDIX E - RECOMMENDED PERSONAL MEDICAL SUPPLIES

1. LTC Companies do not receive medical supplies for issue to individual cadets. Routine personal use items such as sunscreen and Chap Stick will not be available for issue through logistics or the medical clinic. While over-the-counter medications are available in limited quantities in the medical clinic, it is strongly recommended you bring a personal supply from home to minimize lost training or personal time waiting to be seen in the medical clinic for minor conditions. Please remember to leave all medications in their original container so they can be clearly and easily identified as over-the-counter medications during inspections.

2. Things you should consider bringing to LTC with you:

- Pain reliever – aspirin, Tylenol (Acetaminophen) and/or Motrin (Ibuprofen)
- Throat lozenges
- Cough syrup
- Allergy medication if you are prone to seasonal or environmental allergies
- Band-aids (assorted sizes)
- Mole-skin to protect from or treat blisters
- Antibiotic ointment or cream for minor cuts or abrasions
- Calamine lotion or stick to reduce itching of bites or rashes
- 1% cortisone cream to reduce itching of bites or rashes
- Sun screen (brand you have tried before to reduce chance of skin irritation)
- Chap Stick or lip balm
- Tweezers to remove splinters
- Nail clippers
- Nicotine patches or gum as necessary

If you have strong allergic reactions to anything and have been issued an Anaphylaxis kit – you MUST bring the kit to LTC with you. If you use it, it will be replaced by the medical clinic.

APPENDIX F – BEE STING & ANAPHYLAXIS

(Extracted from). Bee Sting Allergy - MedicineNet

<http://www.medicinenet.com/Script/Main/Forum.asp?li=MNI&d=286&cu=16583&w=0&ArticleKey=485>

Who is at risk?

Over 2 million Americans are allergic to stinging insects. The degree of allergy varies widely. Most people are not allergic to insect stings and most insect stings result in only local itching and swelling. Many, however, will have severe allergic reactions. 50 to 150 deaths occur each year from these stings and up to a million hospital visits result from insect stings. If you are known to be allergic to insect stings, then the next sting is 60% likely to be similar or worse than the previous sting. Since most stings occurring in the summer and fall, you are at greatest risk during these months.

What types of insect sting reactions occur?

Most insect sting reactions are not allergic and result in local pain, itching, swelling and redness at the site of the sting. Some extension of the swelling is expected. Local treatment is usually all that is needed for this type of reaction. Disinfect the area, keep clean and apply ice. If the swelling increases antihistamines and possibly steroids may be needed. Occasionally, the site will become infected and antibiotics are needed. Large local non-allergic reactions (occurring 10% of the time) are often alarming and can persist for days. This is usually not a cause for concern and is best treated as above.

The most serious reaction is the allergic reaction. The allergic reaction to insect sting varies from person to person. The most serious is called anaphylaxis and as indicated above can be fatal. Severe reactions are suspected if a person experiences hives and intense itching at sites other than the sting site. Difficulty breathing, swallowing, hoarseness, swelling of the tongue, dizziness and fainting are signs of a severe allergic reaction. These types of reactions usually occur within minutes of the sting, but can be delayed for up to 24 hours. Prompt treatment is essential and emergency help is often needed.

Anaphylactic Reactions

Foods and insect stings are the most common causes of anaphylactic reactions that result in death. Foods cause approximately 50-100 fatalities per year. Insect stings cause about 50 deaths per year. The symptoms of an anaphylactic reaction may occur within seconds of exposure or be delayed 15 to 30 minutes or even an hour or more (typical of aspirin and similar drugs). Early symptoms are often related to the skin. Flushing (warmth and redness of the skin), itching (often in the groin or armpits), and hives are common initial findings. These symptoms are often accompanied by a feeling of "impending doom," anxiety, and sometimes a rapid, irregular pulse. Throat and tongue swelling resulting in hoarseness, difficulty swallowing, and difficulty breathing frequently follow. Symptoms of rhinitis or asthma may occur causing a runny nose, sneezing, and wheezing, which may worsen the breathing difficulty. Vomiting, diarrhea, and stomach cramps may develop. About 25% of the time, the mediators flooding the blood stream cause a generalized opening of capillaries (tiny blood vessels), which results in a drop in blood

pressure, lightheadedness, or even loss of consciousness. These are the typical features of anaphylactic shock.

What happens next?

There are three possible outcomes:

- The signs and symptoms may be mild and fade spontaneously or be quickly ended by administering emergency medication in the form of epinephrine (adrenaline). In this outcome, the symptoms do not subsequently recur from this particular exposure.
- After initial improvement, the symptoms may recur within 4 to 12 hours (late phase reaction) and require additional treatment and close observation. Recent evidence suggests that a late phase reaction occurs in fewer than 10% of cases.

Lastly, the reaction may be persistent and more severe, thus requiring intensive medical treatment and hospitalization. This may occur up to 20% of the time with certain exposures.

APPENDIX G - BEE STING & ANAPHYLAXIS INFORMATION SHEET

How do we manage anaphylaxis?

The optimal management of anaphylaxis saves lives. An affected or at-risk person must be aware of possible triggers and early warning signs. If you are prone to these reactions, you must be familiar with the use of emergency kits and always have them with you. Emergency measures and prevention are central to management.

EMERGENCY MEASURES FOR ANAPHYLAXIS

If you suspect that you or someone you are with is having an anaphylactic reaction, the following are important first aid measures. In general, try to perform these in the order that they are presented.

- If available, inject epinephrine immediately. The shot is given into the outer thigh and can be administered through light fabric. Rub the site to improve absorption of the drug.
- Call emergency services or 911 IMMEDIATELY.
- For reactions to insect stings or allergy shots, place a tourniquet between the puncture site and the heart. Release it for a few seconds every 10 minutes.
- Place a conscious person lying down and elevate the feet if possible.
- Stay with the person until help arrives.
- If trained, begin CPR if the person stops breathing or doesn't have a pulse.

Here are some important points to remember regarding the kits:

- Ask your doctor to explain the use of the kit carefully and practice with the demonstrator kit.
- Check expiration dates and replace outdated kits.
- Keep kits out of direct sunlight, which may affect the drug.
- Additional kits should be brought to school or work.
- Always have kits with you or readily available.
- Make sure that your friends, relatives, exercise buddies, and co-workers are aware of your condition and know what to do in case of a reaction

APPENDIX H - FOOT CARE AND BLISTER PREVENTION**Preventive Care**

- a. Avoid ill-fitting footwear (too large or too small).
- b. Keep feet clean and dry (use spray antiperspirants containing aluminum chlorhydrate or aluminum chloride on feet)
- c. Wear padded socks.
- d. Apply moleskin to reddened areas (hot spots).
- e. Change socks each time feet get wet.

Blister care**First Aid**

- a. Gently wash area with soap and water.
- b. Do not remove blister skin. This is a natural barrier that protects the area from infection.
- c. Cover blister area with moleskin that has a hole formed to blister shape; this relieves pressure on that area.
- d. Avoid touching blister area (this decreases bacterial contamination).

Follow up

- a. If area of redness and warmth develops or fluid from blister is whitish/greenish refer to Medical Clinic for evaluation.
- b. Continue with moleskin and hygiene as described above, blistered areas may take several days to weeks to heal.

Tips

- a. Wear polypropylene socks to wick moisture away from feet
- b. Wear (dress socks or panty hose) under issue socks

APPENDIX I – MEDICATION MEMORANDUM

reply to

ATTENTION OF:

ATOE-ZA

6 January 2004

MEMORANDUM FOR All Cadets, Cadre and Drill Sergeants at the Leader's Training Course

SUBJECT: Leader's Training Course Medications and Dietary Supplements Policy

- 1. All students participating in the Leader's Training Course are permitted to retain their approved prescription and non-prescription medications after they are screened. Screening is performed by the LTC medical authorities during initial medical in-processing on Day 1. Students will inform the medical personnel of all medications and any dietary supplements brought with them to the Leader's Training Course. All medications must be in their original labeled container.**
- 2. Appetite suppressants such as: Dexatrim, Ephedra and Ephedra-based medications, Metabolife and high caffeine-based medications such as Vivarin, are not permitted during LTC. Food supplements such as Dr. Atkins bars and non-steroidal muscle builders such as Creatine and MET-X are also not permitted during LTC. All prescription and non-prescription medications, vitamins and supplements will be reviewed for safe use by the LTC medical staff.**
- 3. Students are evaluated individually and allowed to keep non-prescription medications and supplements that are determined safe for their ongoing use as intended and approved by the FDA. Approved non-prescription medications include over-the-counter pain medications (Tylenol, Motrin, Aleve) and allergy medications (Benadryl). Upon determination of safety, medical personnel will indicate on the LTC Medication Form what prescription and non-prescription medications the student may retain. The student will give their drill sergeant the original copy upon completion of Day 1 in-processing. The second copy will go to the chain of command and the third copy will be retained in the student medical record. Any substance/medication not indicated on the LTC Medication Form will be retained by the drill sergeant during inspection and returned to the student at the end of the Course.**
- 4. All students given medications at sick call will have their medications indicated on their sick call form (DD 689) and give it to the drill sergeant immediately upon return to training. This will indicate to the drill sergeant all medications that were given at sick call. Student medications prescribed at sick call are automatically recorded in the student medical record.**
- 5. Any questions on this policy or assistance needed may be directed to MAJ Ryan our LTC Chief Nurse, at (502) 624-6855.**

ALAN WAYNE THRASHER
Major General, U.S. Army
Commanding

OFFICIAL:

DISTRIBUTION:
A, B, C, D

5 - ATOE-PA
LTC Coordinators
100th Division (IT)
KYARNG Military Academy
Commander, ARPERSCOM, ATTN: DARP-MOT
DPTMS, Fort Knox

APPENDIX J –LTC LIEUTENANT INPROCESSING CHECKLIST***IN-PROCESSING CHECKLIST***

NAME: _____ IA AD

ENTERED ACTIVE DUTY DATE: _____

SCHOOL: _____

CAMP ASSIGNMENT: _____

REPORT: _____ DEPART: _____ # DAYS _____

REQUIRED FINANCE DOCUMENTS

- _____ Three complete sets of orders with 1610 from CC for LTC
 - _____ W4 Employee Withholding Allowance
 - _____ DD Form 2058 Statement of Legal Residence
 - _____ DD Form 2058-1 State Tax Exemption (if applicable)
 - _____ SF 1199 Direct Deposit or FMS 2231 (Fast Start) with a voided check
 - _____ DA 3685 Pay Election
 - _____ ATZK-CM 3564 Uniform Allowance Statement
 - _____ DA 5960 (If single must put address where soldier residing in Block 10) *need copies of marriage/birth certificates also need court ordered child support for BAH diff.
 - _____ SGLV 8286 SGLI Election (if applicable)
 - _____ Advance Pay Request for Accession Officers
 - _____ DD 93 Emergency Data
 - _____ Discharge orders from Reserve or National Guard units to accept commission (SMP)
-

REQUIRED PERSONNEL DOCUMENTS

- _____ DA 31 (Excess/Advance Leave Prior to LTC) *If blocks 9c and 9d are left blank **excess** leave will be charged. Packet will be rejected if DA 31 is not signed by the PMS.
- _____ DD 1610 LTC
- _____ DD 1610 OBC
- _____ DA 71 (Oath of Office)
- _____ DA 705 (APFT Score Card)

REQUIRED MEDICAL DOCUMENTS

_____ Medical Record
_____ SF 88 (Commissioning Physical)
_____ Shot Record

Appendix K - Cadre/Squad Tactical Officer Packing List

All Cadre Members and STOs are required to bring their complete basic complement of Personal Clothing Items to include Class A uniform.

Items that STO's should bring in addition to standard uniform items (i.e. BDU's/PT gear):

| | | | | |
|--|------------|------------|--|--|
| Men should bring: | | | | |
| Swimming suit (swim shorts) | | | | |
| Women should bring: | | | | |
| Swimming suit (one piece, conservative style) | | | | |
| | | | | |
| Recommended items: | | | | |
| Sewing Kit | | | | |
| Camera/film (inexpensive or disposable) | | | | |
| Knife or Leatherman Tool (optional) | | | | |
| Zip-lock bags (sandwich and quart size) | | | | |
| Antiseptic/baby wipes (highly recommended) | | | | |
| BDU's (broken in, for field use) | | | | |
| Whistle (type used by referees) | | | | |
| Flashlight, small handheld, red lens capable | | | | |
| Extra batteries | | | | |
| Bungee Cords | | | | |
| Hammock, compact | | | | |
| Camelback (highly recommended) | | | | |
| Headgear | | | | |
| 1 patrol cap with sew on rank for garrison | | | | |
| 1 patrol cap with sew on rank and cat eyes for field | | | | |
| 1 beret with rank | | | | |
| | U/I | QTY | | |
| TA-50 issued through CIF: | | | | |
| Kevlar helmet | EA | 1 | | |
| Helmet sweatband | EA | 1 | | |
| Helmet band | EA | 1 | | |
| Helmet Cover* | EA | 1 | | |
| Rucksack, medium | EA | 1 | | |
| Sleeping Mat | EA | 1 | | |
| LCE | EA | 1 | | |
| Pistol belt | EA | 1 | | |
| one quart canteens | EA | 2 | | |

| | | | | |
|---------------------------------|-----------|----------|--|--|
| one quart canteen covers | EA | 2 | | |
| canteen cup | EA | 1 | | |
| M-16 magazine pouches | EA | 2 | | |
| First Aid pouch | EA | 1 | | |
| Poncho | EA | 1 | | |
| Poncho Liner | EA | 1 | | |
| Duffle bag | EA | 1 | | |
| Laundry bag | EA | 1 | | |

***STO's may wish to purchase a helmet cover to avoid the sewing/re-sewing rank later on.**

**** STO's may wish to purchase a large rucksack in order to make it easier to carry additional equipment items.**

Appendix - L field hygiene and simple survival tips

- Running Shoes must be of high quality and supportive design to absorb the stresses of long distance running. Do not bring basketball, tennis or “designer” shoes to wear for running; foot and leg injuries will result.
- Zip-lock plastic bags, sandwich and quart size, make excellent waterproof storage bags to organize items and carry within BDU pockets.
- A small plastic tube or jar of cold cream will help with the removal of camouflage coloring from the face and hands.
- All underwear should be made of 100% cotton.
- Males would benefit from using loose fitting boxer shorts to improve air circulation and rash prevention.
- Females should bring comfortable fitting cotton briefs; designer underwear results in increased irritation and potential for developing infections.
- At times during training, full bathroom facilities will be limited. In a hot, sweaty environment, individually wrapped antiseptic wipes or baby wipes will greatly reduce the potential of skin irritation or development of a yeast infection. Also, frequent changing of disposable liners for female underwear reduces discomfort if you are unable to change your cotton briefs as often as normal.
- Females should wear supportive sports bras at all times at camp. Lacy/designer bras are not appropriate at camp.
- To help reduce friction blisters with boots, all cadets, male and female, would benefit from bringing knee high nylon stockings or thin nylon socks to put on the feet first before putting on thicker wool socks. The thin nylon stockings help prevent the boot/wool socks from rubbing against the skin causing blisters. Break in your boots by wearing them frequently before arriving at the Leader’s Training Course.
- Place sole liners or inserts into the boots to provide added cushion effect for the feet. The increased shock absorption from the liners will prevent foot injuries from marching in boots.
- The physical activity encountered with LTC may affect the female menstrual cycle. Your period may come earlier or later than expected. The flow may also be heavier. Bring with you a supply of comfortable feminine hygiene products made for an active lifestyle.